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Approved For Release 2002/08/22 : CIA-RDP55-00001A000100120010-2

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STAFF ADMINISTRATIVE COURSE

1. Designed to indoctrinate and train senior administrative officers, station chiefs, and other staff officers who have broad administrative responsibilities and who require familiarization with the administrative organization, functions, facilities, and procedures of CIA, OSO, and OPC.

2. This course was offered for the first time of 9 October 1950 and has not been rescheduled because of a lack of students.

3. The duration of the course is one week and the OPC quota is from seven to eight students per course.

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STAFF ADMINISTRATIVE TRAINING COURSE

Monday, 9 October 1950

8:30 - 9:00 Registration
9:00 - 9:15 Introduction to Course
9:20 - 9:50 Administrative Organization of CIA
10:00 - 11:30 Functions and Responsibilities of Legal Staff
11:30 - 12:15 [REDACTED]
1:15 - 2:15 Functions and Procedures of Management
2:25 - 3:00 Budget and Finance
3:10 - 4:15 Civil Service Regulations; Retirement, Federal Employees
Liability Act
4:25 - 5:00 Administrative Support to Covert Operations; General
Functions and Principles.

Tuesday, 10 October 1950

8:30 - 9:00 Study of Administrative Instruction [REDACTED] Personnel
Procedures
9:00 - 10:50 Organization and Functions of Staffs II and III OPC
11:00 - 12:00 Administrative Procedures of OSO
1:00 - 1:50 Procedures for Development of T/O's, Job Descriptions and
Classifications of Positions
2:00 - 2:50 Personnel Procedures, Part I - Recruitment and Placement
3:00 - 3:50 Personnel Procedures, Part II - Administration - including
processing, efficiency reports, promotions, transfers and
termination
4:00 - 5:00 Administration of Overseas Establishments

Wednesday, 11 October 1950

8:30 - 9:00 Study of GAI [REDACTED] "Field Security Procedures"
9:00 - 10:45 Functions and Responsibilities of IRS: Relation of
Security to Administration including various types of
clearances.
11:00 - 12:30 Communications - Organization and Functions
1:30 - 2:50 Dispatch and Pouch Procedures (Class divided into OSO
and OPC groups)
3:00 - 3:50 Cover Arrangements and Procurement
4:00 - 5:00 Problems of Personnel Management Overseas

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Thursday, 12 October 1950

25X1 8:30 - 9:00 Study of GAI [] - "Confidential Funds"
9:00 - 12:00 Confidential Funds, including Staff Expenses, Travel Allowances, Operating Expenses
25X1 1:00 - 1:50 Operational Equipment
2:00 - 2:20 Supply: Organization and Policy
2:20 - 3:00 Study of GAI [] - "Procurement and Supply"
3:00 - 3:10 Question and Answer Period on above
3:15 - 4:15 Supply and Movement of Articles
4:15 - 5:00 Procurement and Contracts

Friday, 13 October 1950

8:30 - 10:00 Tour of Registry (Class divided into OSO and OPC groups)
10:00 - 11:00 Medical Staff - Its Responsibilities and Facilities
11:10 - 12:15 Review of Course Notes
1:30 - 3:30 General Examination
3:40 - 5:00 Critique of General Examination and Review of Course.

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